Private Rent Assistance
National Data Collection

Jurisdiction Processing and Data manual

2014-15

Contents

Abbreviations

AIHW   Australian Institute of Health and Welfare

CRA   Commonwealth Rent Assistance

HHDN   Housing and Homelessness Data Network

PRA   Private Rent Assistance

Introduction

This manual has been developed by the Australian Institute of Health and Welfare (AIHW) to assist the collection and reporting of national data for Private Rent Assistance.

The 2012-13 version of the Private Rent Assistance data set specification (available from: http://meteor.aihw.gov.au/content/index.phtml/itemId/565255), provides standard concepts, definitions and procedures to enable the collection and reporting of performance data that are comparable across states/territories. The 2013-14 Data Set Specifications (DSS) will be published to METeOR when approved by the relevant bodies. When approved the DSS will be available at the following location: http://meteor.aihw.gov.au/content/index.phtml/itemId/596529. Historically the DSS has been approved after the PRA collection has been finalised. The AIHW is actively working to have the approval of the collection DSS brought forward.

The content of this manual and related data set specifications reflect decisions made by relevant intergovernmental committees, including the Housing and Homelessness Data Network (HHDN).

The manual covers steps to be undertaken for data collection and processing by the states/territories and the AIHW.

The data collected, once approved and signed off by states/territories, may be used by the AIHW in its publications, such as *Housing Assistance in Australia*.

This manual describes:
- the scope of the data collection
- tools used in compiling data
- steps for collecting and supplying data.
- specifications for quantitative and qualitative data

This manual is intended to be used in conjunction with the *Validata* **User Guide** sent out by the AIHW.

For further information or assistance, please contact housing@aihw.gov.au.

Section 1 – The PRA Data Collection

> **What is the Private Rent Assistance data collection?**
>
> **What information does the PRA collection contain?**

What is the Private Rent Assistance data collection?

The Private Rent Assistance (PRA) data collection captures data held by the state and territory governments about assistance provided in the form of bond loans, rental grants and subsidies, relocation expenses and other assistance grants to households.

The data collected are an administrative by-product of the management of the PRA housing programs run by the states/territories.

The AIHW manages a national data collection on behalf of all states and territories. States/territories compile, process and finalise the data.

The information collected is used by the AIHW for national performance reporting, AIHW reports and customised data requests.

What information does the PRA data collection contain?

Scope and coverage of the collection

Private rent assistance relates to the provision of financial assistance to enable households to access and maintain accommodation in the private rental market.

Includes:

➢ bond loans
➢ rental grants
➢ rental subsidies
➢ relocation expenses and
➢ other assistance grants.

Excludes:

➢ non-financial assistance, for example, tenancy support services and tenancy guarantees and
➢ any expense incurred in providing assistance to a household that is not the value of the financial assistance received directly by the household.

Reference Period

Data is to be provided for the **2014-15 financial year**, that is, the period **1 July 2014 to 30 June 2015**, and should include records of assistance to households that received private rent assistance during the 2014-15 collection year.

This includes:

- All households that commenced receiving assistance in the 2014-15 financial year regardless of the form of assistance (i.e. whether assistance is one-off or ongoing)
- All households who commenced receiving an ongoing form of assistance in the previous financial year (**i.e. prior to 1 July 2014**) and continued to receive this assistance in the 2014-15 financial year. In this context, 'ongoing' refers to assistance that comprises multiple transfers to a household at different points in time.
- All households that had monies outstanding on repayable Private Rent Assistance provided in a previous period at the commencement of the 2014-15 financial year.

This excludes:

- Records of 'one-off' assistance provided in a previous financial year for which monies remain outstanding should be excluded from the 2014-15 collection.

! ! ! **To be included in the 2014-15 collection, a household must have received at least one transfer of assistance in the 2014-15 financial year.**

Statistical Units

There are three statistical units applied in this data collection:

1. **Household**: 'A group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or a single person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person'
2. **Main applicant**: 'the person or principal person whose name appears first on the private rent assistance application form'.
3. **Instance of assistance**: for the purposes of this collection, distinction is to be made between 'one-off' instances of assistance (a single transfer to a household) and 'ongoing' instances of assistance (comprises multiple transfers to a household at different points in time**). In this context, 'ongoing' does not refer to a loan for which monies remain outstanding, but refers to whether the initial assistance consisted of one or multiple transfers to the household.**

Data items

The following table lists the data items to be reported by states/territories for the 2014–15 Private Rent Assistance data collection, and the order in which the data items should be provided.

Data items are grouped into household data items, property data items and assistance data items, as per the different statistical units mentioned above and used in this collection.

Table 1.1: Data items for the 2014–15 PRA data collection

Household data items
Household identifier
Main applicant identifier
Sex
Date of birth
Indigenous status
Gross weekly income
Principal source of income
Property data items
Suburb/town/locality name
State
Postcode
Weekly rent
Assistance data items
Type of assistance received
Date assistance received
Amount of assistance received

The **list of data items** and applicable formatting and value requirements for the Private Rent Assistance Collection can be found in **'Appendix 1: List of Data items – Formatting and Value Requirements'**

The Private Rent Assistance data collection data set specification (http://meteor.aihw.gov.au/content/index.phtml/itemId/565255) is the authoritative source of data definitions and standards for this collection. As mentioned above, this link goes to the 2012-13 reference period.

Section 2 – The AIHW *Validata* tool

What is *Validata*?

From the 2013-14 PRA collection, states/territories have been using the AIHW *Validata* tool:

- *Validata* is a secure website that allows states/territories to upload and validate (i.e check for errors) their data files prior to final submission to the AIHW.

- Validation results are available to users shortly after data is uploaded (i.e. 5 minutes on average), for each data upload, and on the *Validata* website. Subsequent quality assurance processes are undertaken by the AIHW.

In summary, on the *Validata* website, states/territories can:

  o upload data
  o view error results / validation reports;
  o submit data to the AIHW;
  o preview descriptors;
  o submit other files such as files containing data quality information;
  o discuss issues with the AIHW via the *Validata* website (this replaces emails and discussion within the Excel-based processing workbooks);
  o sign-off the data (this replaces the manual sign-off forms).

These changes are significant and streamline data processing in a number of ways. This includes:

- Improving data processing efficiencies by providing users with more timely and detailed validation results for their jurisdiction without AIHW intervention.
- Improving record-keeping by providing a dedicated and secure website that holds all records relating to each jurisdiction's annual data collection (i.e. complete audit trail of all submissions and results, questions asked, and advice provided).
- Improving the quality assurance and data sign-off processes by providing states/territories with more detailed reports.

This system replicates the validation rules that were applied in previous collections.

For more information about *Validata* please refer to the *Validata* **User Guide.**

Section 3 – Completing the PRA data collection: overview of the process.

> **What needs to be done to complete the PRA collection?**
>
> **Key dates**

What needs to be done to complete the PRA collection?

The steps involved in collecting the 2014-15 PRA national data are detailed below:

➢ The AIHW sends data collection documentation to states/territories (i.e. Processing & Data manual (this document), *Validata* User Guide, CSV file template, HPA qualitative workbook and data quality form).

➢ States/territories compile both quantitative and qualitative data and prepare the files for upload onto the *Validata* website for validation (only CSV files containing quantitative data go through the validation process).

➢ States/territories can validate the files as many times as is necessary to ensure that the quality of the data is high. The final CSV file containing quantitative data is submitted to AIHW via *Validata* once states/territories are satisfied with the quality of the data.

➢ Qualitative data or comments should be submitted on *Validata* using the **'Leave a comment'** option on the dataset dashboard.

  For more details about the process please see **Section 4** of this document or consult the *Validata* **User Guide**.

➢ The AIHW conducts additional quality assurance processes and prepares final results and data quality information for approval and reporting.

  States/territories will be consulted by the AIHW should issues concerning quality assurance be identified.

➢ Once the data is finalised and ready for sign-off, the AIHW will ask states/territories to provide final footnotes.

➢ States/territories sign off the data via the *Validata* website.

➢ Data quality statements and footnotes are prepared by the AIHW and submitted to states/territories for consideration and sign-off.

Key dates

The timelines below were agreed to by the Housing and Homelessness Data Network (HHDN).

Table 3.1: Key dates

Date	Task
19 Jun 2015	AIHW to circulate data collection documentation to states/territories.
1 July 2015	Earliest date states/territories can commence uploading data onto the *validata website* • Quantitative data for validation; • Qualitative information.
1 July-28 Aug	States/territories continue to upload and validate files using *Validata.* The following reports will be generated after each file is uploaded: • Validation reports; • Summary data items. (when satisfied with the uploaded results, states/territories are to 'submit' their validated data to AIHW via *Validata*)
28 Aug 2015	Latest date for files to be submitted in *Validata* by states/territories, and for footnotes and data quality information to be supplied to the AIHW.
11 Sept 2015	Latest date for final data to be approved in *Validata* by AIHW.
18 Sept 2015	Latest date for data to be signed-off by states/territories.

Section 4 – What do states/territories need to do?

Preparing, completing and submitting your quantitative data CSV file

Completing and submitting qualitative data

Data capture and reporting processes vary across the states/territories.

The AIHW has developed a number of documents and tools to support jurisdictional processes and ensure consistency in data collection methodology.

The AIHW will send all states/territories the following items:

- PRA Processing & Data manual (this document)
- PRA CSV file template
- PRA qualitative workbook (Excel file – for states/territories to enter contextual information about in-scope programs)
- PRA Data quality form
- *Validata* User Guide

States/territories should complete the CSV file template, data quality form and qualitative workbook before uploading them onto *Validata*.

Completing, preparing and submitting your quantitative data CSV files

States/territories are responsible for collecting quantitative data for the PRA collection. A CSV file has been sent out with this manual to help compile the data.

All data items should be in a single comma delimited (CSV) file. This CSV file includes headings for each data item within the data file. **Data must be provided in the requested order for *Validata* to work correctly**.

The steps to follow to complete your CSV file are:

> ➤ **STEP 1: Input data into the CSV file**
> ➤ **STEP 2: Complete additional formatting checks of your CSV file**
> ➤ **STEP 3: Save the CSV file**
> ➤ **STEP 4: Upload CSV file onto Validata**
> ➤ **STEP 5: Resolve errors shown in the Validata Validation Report**
> ➤ **STEP 6: Submit the data to the AIHW via *Validata***

> ➤ **STEP 1: Input data into the CSV file**

Input data into the CSV file provided. Please refer to **Appendix 1** for detailed information about formatting and value requirements, definitions and quality checks to be applied to each data item included in the PRA collection.

! ! ! **Appendix 1** presents data items in the order in which they should be provided. **Please ensure that the order has been followed.**

! ! ! **For each type of assistance where assistance was ongoing, provide only a single record for that assistance in the 2014-15 collection**, regardless of the financial year in which assistance commenced.

! ! ! **Use of *Validata* is not a substitute for the data quality checks outlined in Appendix 1.** States/territories should continue to upload and validate files until all edits are corrected or explanations are provided for outstanding edits.

➢ STEP 2: Complete additional formatting checks of your CSV file

Validata requires the file to be in a CSV format and any incorrectly formatted files will result in a **'Can't load'** error message. Please ensure that you have performed the steps below before uploading the data onto *Validata*.

*! ! !***CSV file preparatory formatting checklist**:
- **Delete any blank rows**
- Define unknowns using blank fields
- **Remove all commas (,) from the data**.
  This is most quickly done by using the *'Find and Replace'* function in Excel (the shortcut to the *'Find and Replace'* function is *'Ctrl'* and *'F'*):
    o within the *'Replace'* tab, enter a comma (,);
    o in the *'Find what'* box and leave the *'Replace with'* box empty;
    o click *'Replace All'*.
- **Remove spaces from blank cells and any trailing (hidden) spaces from populated cells**. To complete this process you will need to:
    o highlight the columns that should not have any spaces in them;
    o use the *'Find and Replace'* function;
    o enter a space in the *'Find what'* box;
    o leave the *'Replace with'* box empty and click *'Replace All'*.
- **Remove any carriage returns that may exist**. These most likely occur in address fields.
- **Advise AIHW if unable to supply a variable**.
- **Ensure currency is formatted to 2 decimal places**.
- **Remove any dashes from variables which are not identifiers**. For example, if a dash has been used in the currency fields, replace it with a decimal place if appropriate.
- **Ensure all variables take on the appropriate format** by highlighting a column and selecting *'Format / Cells'* (by default, cells will have a *'General'* format before data is entered into the CSV file):
    – Ensure all number fields are not formatted to separate 1000's by a comma (,)
    – Ensure all date variables (e.g. PRA_DATE and DOB) take on the 'dd/mm/yyyy' format. This can be done by creating and applying a custom format.

*For definitions of each data item and allowable values and formats, please refer to **Appendix 1**.*

Once formatting checks have been performed by states/territories, they are required to save the CSV file and to use the AIHW *Validata* tool for the data quality checks and data submission.

When saving the CSV file, the following dialogue box may appear. Click *'OK'* to save only the active sheet. Click *'Cancel'* to save individual sheets.
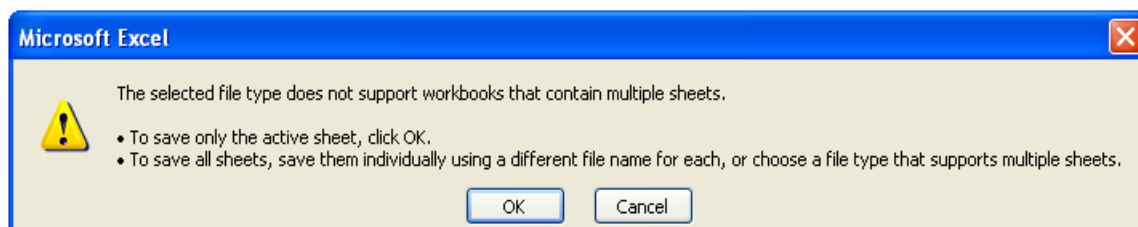
Once you click *'OK'*, the following dialogue box appears, should the worksheet contain features that are not compatible with the CSV format. If this is the format you want to keep, click *'Yes'* to save. Click *'No'* to preserve the features, and *'Help'* to find out what may be lost should you not save the worksheet.
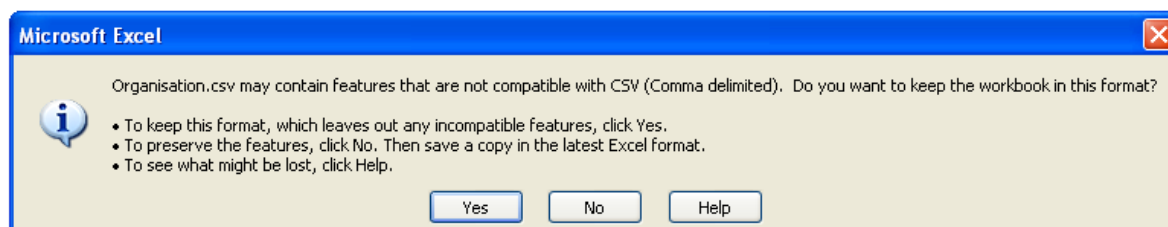
➢ **STEP 4: Upload CSV file onto *Validata***

Please refer to the *Validata* **User Guide** for more detailed information on how to use *Validata*, including FAQs.

! ! ! **Before using *Validata*, please ensure that you have performed the steps described above**.

➢ **STEP 5: Run *Validata* and resolve errors shown by the *Validata* Validation Report**

The table below (**Table 4.1**) outlines the possible validation errors identified by the AIHW *Validata* tool and presented in the validation report available on *Validata* after running a CSV file. The report will include a summary of the validation results and samples of the records that failed each edit.

The AIHW will liaise with states/territories to help address validation errors and improve data quality. States/territories should continue to upload and validate files until all edits are corrected or explanations are provided for outstanding edits.

Descriptors reports will also be available for viewing after each upload of a csv file

Please refer to the *Validata* **User Guide** for more information on how to view the reports produced by *Validata*.

Table 4.1: Possible *Validata* validation report edits

Code	ErrorMessage	Field
A01	Invalid type of assistance received (i.e. not 1, 2, 3, 4 or 99)	PRA_TYPE
A02	Missing type of assistance received	PRA_TYPE
A03	Missing date assistance received	PRA_DATE
A04	Missing amount of assistance received	PRA_AMOUNT
A05	The date assistance received is after the collection year	PRA_DATE
A06	The date assistance received is before the collection year and type of assistance is not reported as ongoing	PRA_DATE, PRA_TYPE
A07	The amount of assistance received is greater than 4 weeks rent	PRA_AMOUNT, WRENT
A08	Invalid format for amount of assistance received	PRA_AMOUNT
A09	Invalid format for date assistance received.	PRA_DATE
H01	Invalid sex of main applicant (i.e. not 1,2,3 or 9)	SEX
H02	Invalid Indigenous status of household (i.e. not 1,2, or 9)	INDIG
H03	Invalid Principal Income Source of Household (i.e. not 1, 2, 3, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 3.3, 4 or 9)	INC_TYPE
H04	Missing Household ID	HouseholdId
H05	Missing Sex of main applicant	SEX
H06	Missing date of birth of main applicant	DOB
H07	Missing Indigenous status of household	INDIG
H08	Missing gross weekly income of household	INC_GH
H09	Missing principal source of income of household	INC_TYPE
H10	The age of the main applicant is greater than 100 years	DOB
H11	The age of the main applicant is less than 16 years	DOB
H12	The gross weekly income of the household is high	INC_GH
H13	The gross weekly income of the household is low	INC_GH
H14	Duplicate records	HouseholdId, PRA_TYPE
H15	Invalid format for DOB	DOB
H16	Invalid format for gross weekly income of household	INC_GH
H17	Invalid format for weekly rent	WRENT
P01	Invalid postcode	STATE, POSTCODE
P02	Missing suburb/town/locality name	SUBURB
P03	Missing postcode	POSTCODE
P04	Missing state	STATE

➤ STEP 6: Submit the data to the AIHW via *Validata*

When satisfied with the upload results, states/territories should upload the files one last time and 'submit' them to the AIHW for consideration via *Validata*.

Please refer to the ***Validata* User Guide** for more information on how to submit your data using *Validata*.

Completing and submitting qualitative data

Qualitative workbook (Excel file)

An Excel spreadsheet is provided to help collate information about in-scope programs. It includes the following fields:

1. name of the program;
2. description of the program;
3. eligibility criteria.

Please refer to the *Validata* **User Guide** for more information on how to submit your qualitative workbook using *Validata*.

Data quality information form

！！！ Once data is finalised, the AIHW will ask states/territories to provide data quality information.

The data quality information form provides space for data quality information to be provided against each data item as well as an open-ended section where states/territories should provide any other data quality information, for example about the impact of policy changes on data, changes to jurisdiction reporting practices compared to previous years or factors that might affect comparisons to other jurisdictions.

The AIHW will use this information to help interpret the data and compile collection data quality statements and footnotes.

Please refer to the *Validata* **User Guide** for more information on how to submit your qualitative data form using *Validata*.

Footnotes

！！！ Once data is finalised, the AIHW will ask states/territories to provide footnotes .

Footnotes that you supply need to relate to one of the following aspects of data quality: relevance, timeliness, accuracy and coherence.

Details on 'relevance' should include the following information:

- how well the statistical product or release meets the needs of users in terms of the concept(s) measured, and the population represented.

Details on 'timeliness' should include the following information:

- the delay between the reference period (to which the data pertain) and the date at which the data became available; and the delay between the advertised date and the date at which the data became available.

Details on 'accuracy' should include the following information:

- exactly what has been reported, i.e. any deviation from the data items specifications outlined in **Appendix 1**;
- any aspect of collection methodology that potentially affects what actually ends up being reported against a particular data item, or summary data item, such as the point in time information is collected (i.e. is the household information current at the end of the financial year or on the date assistance was received only?);
- anything that might introduce disparity between the reported data items and the 'true' values;
- any factors that might have affected data quality, and if it is known, the direction of any bias that may have been introduced;
- any deviation from the collection scope as outlined in **Section 2**.

Details on 'coherence' should include the following information:

- changes in what has been reported over time, in terms of alignment to data item specifications outlined in **Appendix 1**;
- changes in collection methodology that might affect what actually ends up being reported against a particular data item, or summary data item;
- any factors that may have resulted in a change in data quality, and if it is known, whether the change in data quality is thought to be an improvement or not;
- changes in scope compared to previous collection years;
- anything that affects the comparability of data across time and between states/territories.

Please refer to the *Validata* **User Guide** for more information on how to submit your footnotes and data quality information using *Validata*.

Section 5 – What does AIHW do after states/territories submit the data?

> **Finalising Data and Data Quality Information**
>
> **Data Custodians sign off**

Finalising Data and Data Quality Information

Checking Validation results

After states/territories submit their data via the *Validata* website, the AIHW will check for any further validation issues and contact states/territories to discuss. Once issues are resolved and/or appropriate reasoning or explanation is provided on any outstanding edits, the AIHW will approve the data, and the final summary data items will be available for jurisdictional sign-off.

Please see **Appendix 2** for more details about the summary output items that will be calculated by the AIHW based on the household, property and assistance data items reported by states/territories. Derivations are also available for information in **Appendix 3**.

States/territories should address any issues raised by the AIHW and resubmit data if necessary.

Data custodians sign off

Once the summary data items and performance indicators are checked for internal consistency, compared with significant variances from the previous year and footnotes and data quality statements are finalised, the AIHW **approves** them on *Validata*.

States/territories will receive an email to alert them that the data has been approved and is ready for final sign-off.

! ! ! **When data custodians (see *Validata* user manual for roles) receive the email notification mentioned above, they then need to log onto *Validata*, review the final summary data items and complete the sign-off process. (please refer to the *Validata* User Guide for more information)**

Who can you contact for further information?

Where to go for PRA housing information:

- For any *Validata* logon support, general queries about uploading or submitting your data, please contact the AIHW at:

housing@aihw.gov.au

- For any queries relating to data processing, please contact the AIHW at:

housing@aihw.gov.au

- For any correspondence with the AIHW about the data collection, please use the **Dataset Dashboard** of the PRA collection on *validata*, and click on '**Leave a comment**'. Please see the Validata manual for additional information.

Appendix 1: List of data items- Formatting and value requirements

This document provides detailed information about formatting and value requirements, definitions and data quality checks to be applied to each data item included in the PRA collection. Those guidelines should be followed when inputting data into your CSV file. This will assist in preventing many issues from occurring at a later stage of the process.

The following table lists the data items to be reported by states/territories for the 2014–15 Home Purchase Assistance data collection, and **the order in which the data items should be provided**.

Table A1.1: Data items for the 2014–15 PRA data collection

Household data items
Household identifier
Main applicant identifier
Sex
Date of birth
Indigenous status
Gross weekly income
Principal source of income
Property data items
Suburb/town/locality name
State
Postcode
Weekly rent
Assistance data items
Type of assistance received
Date assistance received
Amount of assistance received

!!! The tables below display the applicable values, formats, definitions and quality checks for each of these data item groupings. Notation is to be interpreted as follow:

- *Numeric n* specifies a string of up to 'n' digits.
- *Alphanumeric n* specifies a string of any combination of digits and characters up to a length of 'n'.
- *Alphabetic n* specifies a string of up to 'n' characters.
- *DD/MM/YYYY* specifies any date formatted as shown, e.g. 05/08/2006.

Data Items

Table A1.2: Data Items – Format, values, definitions and data quality check

Data item	Description	Format	AIHW values	METeOR reference	Data item definition	Data quality check
ID	Unique household identifier	Alphanumeric 15		**607886**	**Household identifier** A unique identifier for a household. If household identifiers are not assigned as part of general management processes, collection unique household identifier may be assigned by states/territories by prefixing the assistance agency's unique household identifier with a unique agency identifier.	Must be completed for all household records and must be unique for each household.
APPLICANTID	Unique main tenant identifier	Alphanumeric 15		**608082**	**Main applicant identifier** A unique identifier for the person or principal person whose name appears first on the Private Rent Assistance application form. This identifier should be the same person identifier that is used by the social housing authority across different housing programs. This field may be used to link Private Rent Assistance records with corresponding public rental housing, state owned and managed Indigenous housing, and/or private rent assistance records. If a consistent social housing authority identifier is not available, please leave this field blank.	Must be completed for all household records where a consistent social housing authority person identifier that can be used for data linkage exists. Must be left blank for all household records where a consistent social housing authority person identifier *does not* exist.

Data item	Description	Format	AIHW values	METeOR reference	Data item definition	Data quality check
SEX	Sex of main applicant	Numeric 1	1. Male 2. Female 3. Intersex or indeterminate 9. Not stated/inadequately described	**287316**	**Sex of main applicant** The sex of the person or principal person whose name appears first on the PRA application form. Where this is not clear, it should be the person who is responsible for rental payments.	Only valid codes are accepted (i.e. 1, 2, 3 or 9 Must be completed for <u>all</u> household records.
DOB	Date of birth of main applicant	DD/MM/YYYY		**287007**	**Date of birth of main applicant** The date of birth of the person or principal person whose name appears first on the Private Rent Assistance application form. Where this is not clear, it should be the person who is responsible for mortgage repayments.	Please record in the DD/MM/YYYY format and leave blank if unknown.
INDIG	Indigenous status of household	Numeric 1	1. Yes 2. No 9. Not stated/inadequately described	**607888**	**Indigenous status of household** A household that contains one or more persons who identifies as being of Aboriginal or Torres Strait Islander origin.	Only valid codes are accepted (i.e. 1, 2 or 9). Must be completed for <u>all</u> household records.
INC_GH	Gross weekly income of household	Numeric 8		**607882**	**Gross weekly household income** The value of weekly income from all sources before any deductions such as income tax, superannuation, etc. for all household members. Gross income is regarded as all receipts that are received regularly and are of a recurrent nature. Certain receipts such as lump sum receipts, windfall gains and withdrawals from savings are not considered to conform to these criteria and are not included as income.	Please check records where weekly income is above $1,500 or below $150. Report to 2 decimal places and leave blank if unknown.
INC_TYPE	Principal source of income	Number 1	1. Employee cash income 2. Unincorporated business income 3.1.1. Youth Allowance 3.1.2. Newstart allowance 3.1.3. Other allowances	**608480**	**Principal source of income** The income by which the household derives most (equal to or greater than 50%) of its income. If a household has multiple sources of income and none are equal to or greater than 50%, sum the value of the income amount for all household members for each income source. The income source	Only valid codes are accepted (i.e. 1, 2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 3.3, 4 or 9). Must be completed for <u>all</u> household records.

Data item	Description	Format	AIHW values	METeOR reference	Data item definition	Data quality check
			for students and the unemployed 3.2.1. Age pension 3.2.2. Disability support pension 3.2.3. Other Centrelink pension/allowances for the aged and people with a disability 3.3. Other Government cash pension/allowances (e.g. Service pensions) 4. Other cash income (e.g. superannuation, compensation) 9. Not stated/inadequately described		which contributes the largest percentage should be counted as the main source for the household.	
SUBURB	Suburb/town/locality name	Alphanumeric 45		**429889**	**Suburb/town/locality name of property** The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community where the dwelling for which assistance was provided is located.	Must be completed for all household records.
POSTCODE	Postcode	Numeric 4		**429894**	**Postcode of property** The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a dwelling.	Please enter a valid 4-digit Australian postcode. Must be completed for all household records.
STATE	State	Alphabetic 3	NSW Vic Qld WA SA Tas	**302044**	**State** The state in which the dwelling is located	Must be completed for all household records

Data item	Description	Format	AIHW values	METeOR reference	Data item definition	Data quality check
			ACT NT			
WRENT	Weekly rent	Numeric 8		**608512**	**Weekly rent** The amount of rent charged for the property. The rent charged is the amount of money the household has been asked to pay.	Please report to 2 decimal places and leave blank if unknown. Please check records where weekly rent is greater than weekly income.
PRA_TYPE	Type of assistance received	Numeric 2	1. Bond Loan 2. Rental grant – one-off 3. Ongoing rental subsidy 4. Relocation expenses 99. Other	**612377**	**Type of assistance received** Details of the type of financial assistance provided to the household. 1. **Bond Loan:** A bond loan is an interest free loan to cover the cost of bond or eligible households seeking accommodation in the private rental market. 2. Rental grant-one off: A one-off rental grant is a single relief payment to eligible households experiencing difficulty in meeting rent payments in the private rental market, including rent in advance and rent in arrears. 3. An ongoing rental subsidy is an ongoing series of payment to eligible households experiencing difficulty in meeting rent payments in the private rental market, including rent in advance and rent in arrears. 4. **Relocation expenses:** Relocation expenses are payments to assist eligible households in relocation, including removalist expenses and electricity/gas connection costs. 99. **Other assistance grants:** Other assistance grants are payments to assist eligible households that do not fall into the above categories. Includes starter packs provided to tenants to assist them in maintaining their tenancy in the	Only valid codes are accepted (i.e. 1, 2, 3, 4 or 99) Must be completed for all household records

Data item	Description	Format	AIHW values	METeOR reference	Data item definition	Data quality check
					private rental market.	
PRA_DATE	Date assistance received	DD/MM/YYYY		**270042**	**Date assistance received** The date on which assistance was provided to the household. For ongoing assistance, this should be the originating date of assistance provision.	Please record in the DD/MM/YYYY format
PRA_AMOUNT	Amount of assistance received	Numeric 8		**608508**	**Amount of assistance received** The dollar value of assistance provided to households. Only assistance provided between 01/07/2014 and 30/06/2015 should be included. Assistance before or after this date should be excluded. *Include:* The value of assistance provided to a household during the 2014–15 financial year for: – all households who commenced receiving assistance for the year ending 30 June 2015 regardless of the form of assistance (i.e. whether assistance is one-off, ongoing, repayable or non-repayable); and – all households who commenced receiving an ongoing form of assistance in a previous financial year (i.e. prior to 1 July 2014) and they continued to receive this assistance from 1 July 2014. *Exclude:* – Related administrative and operational costs associated with providing the private rent assistance. – The value of assistance provided to a household prior to 1 July 2014 (i.e. for households continuing to receive ongoing forms of assistance that commenced prior to 1 July 2014). The value of outstanding repayable monies where a repayable form of	Please report to 2 decimal places and leave blank if unknown Must be completed for all household records

Data item	Description	Format	AIHW values	METeOR reference	Data item definition	Data quality check
					assistance was provided prior to 1 July 2014 and outstanding monies had not been repaid by COB of 30 June 2013.	

Appendix 2: List of summary data items

Once data has been uploaded to *Validata*, summary data items and performance indicators will be available from the *Validata* tool for jurisdictional approval.

The following table provides details of the summary output items that will be calculated by the AIHW based on the household, property and assistance data items reported by states/territories.

Table A2.1: List of summary output items

Code	Description
PR1	Total number of households assisted for year ending 30 June
PR1a	Total instances of provision of assistance for year ending 30 June
PR2	Total number of Indigenous households assisted for year ending 30 June
PR2a	Total instances of provision of assistance to Indigenous households for the year ending 30 June
PR3ai	Total number of instances of assistance provided to households with a principal household income source of employee cash income for year ending 30 June
PR3bi	Total number of instances of assistance provided to households with a principal household income source of unincorporated business income for year ending 30 June
PR3ci	Total number of instances of assistance provided to households with a principal household income source of Youth allowance for year ending 30 June
PR3di	Total number of instances of assistance provided to households with a principal household income source of Newstart allowance for year ending 30 June
PR3ei	Total number of instances of assistance provided to households with a principal household income source of other allowances for students and the unemployed for year ending 30 June
PR3fi	Total number of instances of assistance provided to households with a principal household income source of Age pension for year ending 30 June
PR3gi	Total number of instances of assistance provided to households with a principal household income source of Disability support pension for year ending 30 June
PR3hi	Total number of instances of assistance provided to households with a principal household income source of other Centrelink pensions/allowances for the aged and people with a disability for year ending 30 June
PR3ii	Total number of instances of assistance provided to households with a principal household income source of other Government cash pensions/allowances (e.g. Service pensions, Family Tax Benefit) for year ending 30 June
PR3ji	Total number of instances of assistance provided to households with a principal household income source of other cash income for year ending 30 June
PR3ki	Total number of instances of assistance provided to households with a principal household income source of not stated/inadequately described for year ending 30 June
PR4	Total number of instances of assistance provided to households in Major cities of Australia for year ending 30 June
PR5	Total number of instances of assistance provided to households in Inner regional areas of Australia for year ending 30 June

PR6	Total number of instances of assistance provided to households in Outer regional areas of Australia for year ending 30 June
PR7	Total number of instances of assistance provided to households in Remote areas of Australia for year ending 30 June
PR8	Total number of instances of assistance provided to households in Very remote areas of Australia for year ending 30 June
PR9	Total number of households receiving bond loan assistance for year ending 30 June
PR9a	Total number of instances of bond loan assistance provided for year ending 30 June
PR10	Total number of households receiving rental grants for year ending 30 June
PR10a	Total number of instances of rental grants provided for year ending 30 June
PR11	Total number of households receiving rental subsidies for year ending 30 June
PR11a	Total number of instances of rental subsidy provided for year ending 30 June
PR12	Total number of households receiving relocation expenses for year ending 30 June
PR12a	Total number of instances of relocation expense assistance provided for year ending 30 June
PR13	Total number of households receiving other assistance for year ending 30 June
PR13a	Total number of instances of other assistance provided for year ending 30 June
PR14	Total value of assistance to households receiving bond loan assistance for year ending 30 June
PR15	Total value of assistance to households receiving rental grants for year ending 30 June
PR16	Total value of assistance to households receiving rental subsidies for year ending 30 June
PR16b	Total number of households receiving rental grants or rental subsidies for year ending 30 June
PR17	Total value of assistance to households receiving relocation expenses for year ending 30 June
PR18	Total value of assistance to households receiving other assistance for year ending 30 June
PR19	Number of instances of assistance provided to households for which weekly rent and gross income details are known for year ending 30 June
PR20	Number of instances of assistance provided to households experiencing housing stress for which weekly rent and gross income details are known for year ending 30 June
PR21	Number of instances of assistance provided to households NOT experiencing housing stress for which weekly rent and gross income details are known for year ending 30 June
PR22	Proportion of instances of assistance provided to households for which weekly rent and gross income details are known for year ending 30 June 2012 for year ending 30 June

Appendix 3: Derivations

Table A3.1: Derivations for the 2014–15 PRA data collection

Data Item	Description	Calculation
PR1	Total number of households assisted for year ending 30 June	This is the unique count of households that received assistance for year ending 30 June. Households that received multiple instances of assistance are only counted once. **Data item used :** **-ID (Household Identifier)**
PR1a	Total instances of provision of assistance for year ending 30 June	This is the total household count that received assistance for year ending 30June. Households that received multiple instances of assistance will be included in the count. **Data item used:** **-ID(Household Identifier)**
PR2	Total number of Indigenous households assisted for year ending 30 June	This is the unique count of indigenous households that received assistance for year ending 30June Households that received multiple instances of assistance are only counted once. **Data items used:** **-ID (Household Identifier)** **-Indig_ Status (value = 1)**
PR2a	Total instances of provision of assistance to Indigenous households for the year ending 30 June	This is the total count of indigenous households that received assistance for year ending 30June. Households that received multiple instances of assistance will be included in the count. **Data items used:** **-ID (Household Identifier)** **-Indig_Status (value = 1)**

Data Item	Description	Calculation
PR3ai	Total number of instances of assistance provided to households with a principal household income source of employee cash income for year ending 30 June	This is the total count of households that received assistance with a principal household income source of employee cash income for year ending 30 June. Households that received multiple instances of any type of assistance will be included in the count. **Data items used:** *-ID (Household Identifier)* *-INC_Type (value = 1)*
PR3bi	Total number of instances of assistance provided to households with a principal household income source of unincorporated business income for year ending 30 June	This is the total count of households that received assistance with a principal household income source of unincorporated business income for year ending 30 June. Households that received multiple instances of any type of assistance will be included in the count. **Data items used:** *-ID (Household Identifier)* *-INC_Type (value = 2)*
PR3ci	Total number of instances of assistance provided to households with a principal household income source of Youth allowance for year ending 30 June	This is the total count of households that received assistance with a principal household income source of Youth allowance for year ending 30 June. Households that received multiple instances of any type of assistance will be included in the count. **Data items used:** *-ID (Household Identifier)* *-INC_Type (value = 3.1.1)*
PR3di	Total number of instances of assistance provided to households with a principal household income source of Newstart allowance for year ending 30 June	This is the total count of households that received assistance with a principal household income source of Newstart allowance for year ending 30 June. Households that received multiple instances of any type of assistance will be included in the count. **Data items used:** *-ID (Household Identifier)* *-INC_Type (value = 3.1.2)*

Data Item	Description	Calculation
PR3ei	Total number of instances of assistance provided to households with a principal household income source of other allowances for students and the unemployed for year ending 30 June	This is the total count of households that received assistance with a principal household income source of other allowances for students and the unemployed for year ending 30 June. Households that received multiple instances of any type of assistance will be included in the count. **Data items used:** *-ID (Household Identifier)* *-INC_Type (value = 3.1.3)*
PR3fi	Total number of instances of assistance provided to households with a principal household income source of Age pension for year ending 30 June	This is the total count of households that received assistance with a principal household income source of Age pension for year ending 30 June. Households that received multiple instances of any type of assistance will be included in the count. **Data items used:** *-ID (Household Identifier)* *-INC_Type (value = 3.2.1)*
PR3gi	Total number of instances of assistance provided to households with a principal household income source of Disability support pension for year ending 30 June	This is the total count of households that received assistance with a principal household income source of Disability support pension for year ending 30 June. Households that received multiple instances of any type of assistance will be included in the count. **Data items used:** *-ID (Household Identifier)* *-INC_Type (value = 3.2.2)*
PR3hi	Total number of instances of assistance provided to households with a principal household income source of other Centrelink pensions/allowances for the aged and people with a disability for year ending 30 June	This is the total count of households that received assistance with a principal household income source of other centrelink pensions/allowances for the aged and people with disability for year ending 30 June. Households that received multiple instances of any type of assistance will be included in the count. **Data items used:** *-ID (Household Identifier)* *-INC_Type (value = 3.2.3)*

Data Item	Description	Calculation
PR3ii	Total number of instances of assistance provided to households with a principal household income source of other Government cash pensions/allowances (e.g. Service pensions, Family Tax Benefit) for year ending 30 June	This is the total count of households that received assistance with a principal household income source of other government cash pensions/allowances (e.g. Service pensions, Family Tax Benefit) for the year ending 30 June. Households that received multiple instances of any type of assistance will be included in the count. **Data items used:** *-ID (Household Identifier)* *-INC_Type (value = 3.3)*
PR3ji	Total number of instances of assistance provided to households with a principal household income source of other cash income for year ending 30 June	This is the total count of households that received assistance with a principal household income source of employee cash income. Households that received multiple instances of any type of assistance will be included in the count. **Data items used:** *-ID (Household Identifier)* *-INC_Type (value = 4)*
PR3ki	Total number of instances of assistance provided to households with a principal household income source of not stated/inadequately described for year ending 30 June	This is the total count of households that received assistance with a principal household income source of not stated/inadequately described. Households that received multiple instances of any type of assistance will be included in the count. **Data items used:** *-ID (Household Identifier)* *-INC_Type (value = 9)*
PR4	Total number of instances of assistance provided to households in Major cities of Australia for year ending 30 June	Postcodes in the data file is merged with the AIHW post code file which has remoteness derived. Postcodes are then identified by Major cities, Inner regional areas, Outer regional areas, Remote and Very Remote. Where post codes are missing, no breakdown is allocated.
PR5	Total number of instances of assistance provided to households in Inner regional areas of Australia for year ending 30 June	Where a post code belongs to both Major cities and Inner Regional, the higher proportion is checked and is allocated to a category. e.g. if post code 2631 has a proportion of 0.634 to major cities and 0.39 to inner regional, then the post code is allocated to major cities due to its higher proportionate value.
PR6	Total number of instances of assistance provided to households in Outer regional areas of Australia for year ending 30 June	**Data items used:** *-ID (Household Identifier)*

Data Item	Description	Calculation
PR7	Total number of instances of assistance provided to households in Remote areas of Australia for year ending 30 June	*-State* *-Postcode*
PR8	Total number of instances of assistance provided to households in Very remote areas of Australia for year ending 30 June	
PR9	Total number of households receiving bond loan assistance for year ending 30 June	This is the unique count of households that received bond loans assistance type for year ending 30 June. Households that received multiple instances of the same assistance type are only counted once. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 1)*
PR9a	Total number of instances of bond loan assistance provided for year ending 30 June	This is the total count of households that received bond loans assistance type for year ending 30 June. Households that received multiple instances of the same assistance type will be included in the count. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 1)*
PR10	Total number of households receiving rental grants for year ending 30 June	This is the unique count of households that received rental grants assistance type for year ending 30 June. Households that received multiple instances of the same assistance type are only counted once. **Data items used** *-ID (Household Identifier)* *-PRA_Type (value = 2)*
PR10a	Total number of instances of rental grants provided for year ending 30 June	This is the total count of households that received rental grants assistance type for year ending 30 June. Households that received multiple instances of the same assistance type will be included in the count. **Data items used** *-ID (Household Identifier)* *-PRA_Type (value = 2)*

Data Item	Description	Calculation
PR11	Total number of households receiving rental subsidies for year ending 30 June	This is the unique count of households that received rental subsidies assistance type for year ending 30 June. Households that received multiple instances of the same assistance type are only counted once. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 3)*
PR11a	Total number of instances of rental subsidy provided for year ending 30 June	This is the total count of households that received rental subsidies assistance type for year ending 30 June. Households that received multiple instances of the same assistance type will be included in the count. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 3)*
PR12	Total number of households receiving relocation expenses for year ending 30 June	This is the unique count of households that received relocation expenses assistance type for year ending 30 June. Households that received multiple instances of the same assistance type are only counted once. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 4)*
PR12a	Total number of instances of relocation expense assistance provided for year ending 30 June	This is the total count of households that received relocation expenses assistance type for year ending 30 June. Households that received multiple instances of the same assistance type will be included in the count. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 4)*
PR13	Total number of households receiving other assistance for year ending 30 June	This is the unique count of households that received other assistance type for year ending 30 June. Households that received multiple instances of the same assistance type will only be counted once. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 99)*

Data Item	Description	Calculation
PR13a	Total number of instances of other assistance provided for year ending 30 June	This is the total count of households that received other assistance type for year ending 30 June. Households that received multiple instances of the same assistance type will be included in the count. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 99)*
PR14	Total value of assistance to households receiving bond loan assistance for year ending 30 June	This is the value of the assistance provided to households included in the PR09 household count that received bond loans assistance type. Households that received multiple instances of the same assistance type will only be counted once. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 1)* *-PRA_Amount*
PR15	Total value of assistance to households receiving rental grants for year ending 30 June	This is the value of the PR10 household count that received rental grants assistance type. Households that received multiple instances of the same assistance type will only be counted once. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 2)* *-PRA_Amount*
PR16	Total value of assistance to households receiving rental subsidies for year ending 30 June	This is the value of the PR11 household count that received rental subsidies assistance type. Households that received multiple instances of the same assistance type will only be counted once. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 2)* *-PRA_Amount*

Data Item	Description	Calculation
PR16b	Total number of households receiving rental grants or rental subsidies for year ending 30 June	This is the unique household count that received either rental grants or rental subsidies assistance type. Households that received both types of assistance will only be counted once. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 2 or 3)*
PR17	Total value of assistance to households receiving relocation expenses for year ending 30 June	This is the value of the PR12 household count that received relocation expenses assistance type. Households that received multiple instances of the same assistance type will only be counted once. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 4)* *-PRA_Amount*
PR18	Total value of assistance to households receiving other assistance for year ending 30 June	This is the value of the PR09 household count that received other assistance type. Households that received multiple instances of the same assistance type will only be counted once. **Data items used:** *-ID (Household Identifier)* *-PRA_Type (value = 99)* *-PRA_Amount*
PR19	Number of instances of assistance provided to households for which weekly rent and gross income details are known for year ending 30 June	This is the household count where both rent and gross income details are known. Households that received multiple instances of any type of assistance will be included in the count. **Data items used:** *-ID (Household Identifier)* *-INC_GH (rental stress is derived using this information)* *-WRENT*

Data Item	Description	Calculation
PR20	Number of instances of assistance provided to households experiencing housing stress for which weekly rent and gross income details are known for year ending 30 June	This is the household count experiencing rental stress for which both rent and gross income details are known. Rental stress is derived using Gross income of the household and the income cut off is households paying more than 30% of their income as rent. **Data items used:** *-ID (Household Identifier)* *-INC_GH (rental stress is derived using this information)* *-WRENT*
PR21	Number of instances of assistance provided to households NOT experiencing housing stress for which weekly rent and gross income details are knownfor year ending 30 June	This is the household count not experiencing rental stress for which both rent and gross income details are known. Rental stress is derived using Gross income of the household and the income cut off is households paying less than 30% of their income as rent. **Data items used:** *-ID (Household Identifier)* *-INC_GH (rental stress is derived using this information)* *-WRENT*
PR22	Proportion of instances of assistance provided to households for which weekly rent and gross income details are known for year ending 30 June	Proportion = PR19/PR1a

Glossary

Date assistance commenced

The date on which the provision of housing to a household by an agency commenced, as distinct from the date the household applies and is entered on the waiting list or assessed for eligibility.

Household

- A group of two or more related or unrelated people who usually reside in the same tenancy (rental) unit, and who make common provision for food or other essentials for living; or
- A single person living in a tenancy (rental) unit who makes provision for his or her own food and other essentials for living, without combining with any other person.

The number of tenancy agreements is used as a proxy for calculating the number of households receiving housing.

Housing Assistance

The Australian governments and community-based organisations assist eligible households finding it difficult to meet housing costs. Assistance is provided through a range of programs, collectively referred to as housing assistance.

Housing assistance includes:

- provision of housing (social housing), with government-subsidised rent
- affordable rental housing, with rents lower than market rates for moderate income earners
- assistance with rent in the private rental market
- provision of services to assist in obtaining accommodation or sustaining tenancies.

Income – gross	The value of income from all sources before any deductions such as income tax and superannuation for all household members. Gross income is regarded as all receipts that are received regularly and are of a recurring nature.
	Note: Assessable Income does not include Commonwealth Rent Assistance (CRA).
	The main components of assessable income are: • wages and salary • income derived from self-employment • government pensions, benefits and allowances • other income comprising investments (including interest, dividends, royalties and rent) and other regular income (including superannuation, private scholarships received in cash, workers' compensation, accident compensation, maintenance or alimony, and any other allowances regularly received).
	Certain receipts such as lump sum receipts, windfall gains and withdrawals from savings are not considered to conform to these criteria and are not included as income.
Indigenous household	A household which contains one or more persons who identifies as being of Aboriginal or Torres Strait Islander origin.
Instances of assistance	The number of times a household receives a one-off assistance grant or receives assistance through an 'ongoing' assistance type, such as a loan. 'Ongoing' assistance is counted as one instance of assistance in the financial year for each program type where assistance is provided.
Low income household	Low income households are considered to be those in the bottom two quintiles of equivalised gross household income. Different low income cut off limits are applied depending on the location of a household (based on dwelling postcode). Generally, different limits apply to capital cities and the remainder of the state/territory for each

jurisdiction.

Households with equivalised gross income falling below the relevant cut off point are considered to be a low income household.

Main applicant The person whose name appears first on the application for assistance. Where this is not clear, it should be the person who is responsible for mortgage repayments.

Outstanding monies Monies provided before 1 July 2008 with an obligation to be repaid that have not been repaid, regardless of whether there has been a breach of repayment terms (for example, whether the client has defaulted on repayments).

Principal source of income The source from which a household derives the greatest proportion of its cash income, as represented by a code.

Private Rent Assistance Financial assistance provided by states and territories to low income households experiencing difficulty in securing or maintaining private rental accommodation. The program assists households to meet rent payments, relocation costs and the cost of bonds, and may offer advice or information services. Assistance may be provided by not-for-profit organisations funded by the government.

Weekly rent The actual weekly amount of rent paid by a household in dollars and cents.